

25X1A9a

6 April 1956

File

Chief, Management Staff

Chief, GCM Staff (DB/I and ID/S Areas)

**FILED:**  
**RETURN TO**  
RECORDS MANAGEMENT DIVISION

Work Report, Week Ending 5 April 1956.

1. Project 6-20, Survey of Foreign Institutes [REDACTED]. The ad hoc committee on this subject was reconvened by the Chairman, the IAD/OR. The staff study, as presented by Mr. [REDACTED] with the assistance of Mr. [REDACTED], Deputy Chief, IR, was accepted by the committee. The IAD/OR complimented Mr. [REDACTED] on the fine job they did in making and presenting the findings from this survey and asked them to assist the Liaison Division, OOR in the publication of an issuance setting forth the various components which have information on foreign institutes and some details as to the information contained in the files. Publication of an issuance by the Liaison Division and dissemination to the intelligence community should result in better production of intelligence where information on foreign institutes is utilized.

2. Project 6-25, Personnel Records Survey [REDACTED]. Survey report presented; assignment completed.

3. Project 6-16, Survey of Personnel Procedures [REDACTED]. Commo installation of the manpower system was effective April 1. Personnel documents were released to D/Pers. for processing. Internal records in Commo are set up on the new basis. We are in touch with the activity. No "hitches" have developed.

Following recent discussion of "concept" in relation to the entire personnel system, a paper is being prepared on the subject as a means of presenting suggestions for improvement in the overall Agency personnel management/administration system.

4. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. No change in status.

5. Project 5-1a, Fiscal Division [REDACTED]. No change in status.

6. Project 6-24, Survey of Separation Procedures [REDACTED]. Interviews have been conducted with OSI, ER, PPO, WH and CI and are continuing in the FE Division. All components interviewed provide for formal deprocessing of separating employees, especially staff employees. There is less formality in procedures with regard to types other than staff employees depending upon the circumstances of the separation and the physical location of the separator. Specific information re components which are late in their notification of separations to Finance Division is being obtained

25X1A9a from the Chief, O&L. Mr. [REDACTED], of TAS, who has been obtaining some information for us on a project, has been reassigned and another member of this Staff will take over his assignment.

7. Project 5-46, ELINT Study [REDACTED]. No change in status. 25X1A9a

8. Project 5-73, OSI Reorganization [REDACTED]. Upon completion of the T/O papers, this project will be complete except for review of the branch functional statements being prepared by OSI. 25X1A9a

9. Project 5-62a, Survey of Industrial Register [REDACTED]. No change in status. 25X1A9a

10. Project 5-62, Study of All Registers, OCR [REDACTED]. No change in status. 25X1A9a

11. Project 5-72, Cartographic Support Regulation [REDACTED]. No change in status. 25X1A9a

25X1A9a 12. Project 6-21, Study of Agency Clipping Services Provided by OCR and DD/P [REDACTED]. Additional information was obtained relative to distribution of the News Highlights within specific DD/P components.

13. Project 6-14, Study of Overtime Practices. No change in status.

25X1A9a 14. Project 6-28, Transfer of Slots From Field to Headquarters, Office of Security [REDACTED]. Discussions have been held with the Chief, Administrative Staff, Office of Security, relative to the problems connected with the transfer of the unvouchered slots from the Field to Headquarters and background data as being accumulated and reviewed.

15. Analysis of Manpower Survey [REDACTED]. Material was briefed and categorized for consideration and discussion prior to further discussions with the DD/S. 25X1A9a

16. Production Control System, Photo Intelligence Division, OCR [REDACTED]. No change in status. 25X1A9a

25X1A9a 17. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [REDACTED]. No change in status.

18. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. No change in status. 25X1A9a

19. MS-778, Reorganization of OSI. The points of contention in the submission by OSI of the T/O have been resolved and a memorandum to the DD/S has been prepared together with the various attachments. 25X1A9a

25X1A9a 20. MS-820, Changes In T/O of [REDACTED] Offices [REDACTED]. Completed. 25X1A8a

21. MS-830, Changes in T/O, Cartography Division, ORR [REDACTED]. 25X1A9a  
Completed.

FOIAb3b1

25X1A9a

22. MS-834, Increase in OO/ [REDACTED] Native T/O [REDACTED] 25X1A6a  
[REDACTED]. Completed

23. Miscellaneous.

25X1A9a

a. Miss [REDACTED] reassigned to Regulations Control Staff.

25X1A9a

b. Mr. [REDACTED] on one week's leave.

[REDACTED] 25X1A9a